



Naperville

CITY COUNCIL AGENDA ITEM

SUBJECT: Recommend the Award of Bid 15-187, Cross-Connection Control Testing Records Administrator

TYPE OF VOTE: Simple Majority

ACTION REQUESTED:

Recommend the Award of Bid 15-187, Cross-Connection Control Testing Records Administrator, to BSI Online, for an amount not to exceed \$505,050 for the three year contract period, with an option to extend for an additional three year term.

BOARD/COMMISSION REVIEW:

N/A

COUNCIL ACTION PREVIOUSLY TAKEN:

Date	Item No.	Action
N/A		

DEPARTMENT: Dept. of Public Utilities – Water
Finance Department

SUBMITTED BY: James Holzapfel, Director DPU-W
Rachel Mayer, Finance Director

FISCAL IMPACT:

CIP #: N/A

Budgeted Account:

WF #: N/A

Budgeted Amount: \$ (NOT BUDGETED)

This bid does not utilize City funds. The Cross Connection Backflow Administrator is compensated by collecting documentation fees directly from backflow device testing contractors when they submit test results.

BACKGROUND:

The United States Environmental Protection Agency (USEPA) and the Illinois Environmental Protection Agency (IEPA) require the City to maintain cross-connection control testing records for all water customers who have testable devices. There are currently over 12,000 devices on record in the City. Customers with a backflow prevention device are required by Federal Law and State Statutes to test their devices annually by a certified cross connection control inspector.

Annually customers owning a device must select a certified testing contractor from the many firms that offer the service within the City of Naperville to have their device tested. After testing the owner or his/her inspection contractor must submit the test results to the City of Naperville as evidence of compliance. The City of Naperville is required to store and report these records per State Statutes.

The administration of these records was performed by in-house staff until DPU-W staff reductions in FY 2012. At that time the program administration was outsourced.

Under the outsourced program, customers continue to select their own testing contractor and pay their own testing fees. Instead of submitting test results directly to the City, the testing contractor submits their results to a third-party administrator where the third-party administrator charges a documentation fee.

Typically the documentation fee is paid by the testing contractor and added to the customer's bill for testing. City staff is not involved in the testing or documentation process, and does not assess or collect fees for the program.

The backflow program administrator is responsible for all notifications sent to customers, acceptance and recording of test results and reporting all test data to the City for submittal to the IEPA.

DISCUSSION:

NOTIFICATION AND RESPONSE:

Notices Sent:	171
Planholders:	4
Proposals Received:	2

Proposals were received from the following firms:

Aqua Backflow
Backflow Solutions Inc. (BSI)

A Consultant Selection Committee consisting of four Water Utility staff members reviewed the proposals. The proposals and subsequent interviews were scored based upon the criteria set forth in the RFP:

- Strength of the Proposing Firm (20%)
- Project Approach and Methodology (20%)

- Database and Utility Web Portal (60%)

Both vendors were interviewed in April 2015 and the selection team's scores were finalized. Following the interviews, the fee proposals were opened and the quality adjusted costs were calculated:

Consulting Firm	Proposed Cost	Qualitative Score	Quality Adjusted Price
Backflow Solutions Inc.	\$505,050.00	95.00	\$531,631.58
Aqua Backflow	\$389,345.00	61.25	\$635,665.31

Backflow Solutions Inc. had the lowest quality adjusted score for RFP 15-187.

City Staff made an effort to identify all potential competitors, but found only two vendors who provide backflow program management services in Illinois. Both firms submitted proposals. Due to their higher level of experience and more substantial in-house resources, Backflow Services Inc. was judged to be in a much better position to provide the necessary level of service and address any issues that come up during implementation and on an ongoing basis. They have an excellent web portal that is already in use by other municipal clients, whereas Aqua Backflow's web portal is still in development and might require substantial involvement by City Staff to monitor, identify and solve unforeseen problems.

We are proposing a three-year contract beginning on July 1, 2015, with an additional three-year option. The outsourcing of this program will not create any cost to the City; the cost to document the cross-connection control testing will be paid by each customer with a testable device.

RECOMMENDATION:

Recommend the Award of Bid 15-187, Cross-Connection Control Testing Records Administrator, to BSI Online, for an amount not to exceed \$505,050 for the three year contract period, with an option to extend for an additional three year term.

ATTACHMENTS:

1. N/A